Kalamazoo Foundation for Excellence

MINUTES
FFE Board of Directors

Monday, September 23, 2024 2:00 PM

Mayor's Riverfront Park – 251 Mills Street, Kalamazoo, MI 49048

A. CALL TO ORDER - by President Sandra Calderon-Huezo – 2:11pm

ROLL CALL

Staff present: Legal Counsel/Recording Secretary - Richard Cherry & Jacob Eccleston from Miller Johnson; FFE Executive Director ("ED")- Steve Brown; Chief Financial Officer – Steve Vicenzi

Guests present: Adrian Vazquez

PRESENT- Anderson, Decker, Hoffman, Calderon-Huezo, Bostrom, Balkema, McKague, Lonberg, Parker

ABSENT- Ritsema (Excused), Bogan, Carrel (Excused), Salas (Excused), Taylor

B. APPROVAL OF AGENDA

ACTION: Director Balkema moved to approve the agenda. Motion was seconded by Director Bostrom. The agenda of the September 23, 2024 meeting was approved by unanimous voice vote. There was no discussion.

C. APPROVAL OF MINUTES

ACTION: Director Balkema moved to approve the April 22, 2024 Meeting Minutes with slight modifications. Motion was seconded by Director Bostrom. The minutes of the April 22, 2024 meeting were approved by unanimous voice vote. There was no discussion.

D. REPORTS AND COMMUNICATIONS

1. (No Action) 2024 FFE Aspirational Funded Project Progress Report
   - ED Brown reviewed 2024 Aspirational Funded Project Progress Report.
   - He noted that ARPA money was included as part of funding chart.
   - There is no demand for the clouded title project.
   - Green affordable housing needs changes to scope.
   - Several projects on hold are due to staffing issues with partner organization.

- Will be on reimbursement basis and not an upfront payment in the future.
- Director Balkema asked question regarding funding for foreclosure stay. ED Brown stated that he will follow up with Treasurer regarding whether that is still needed.

2. (No Action) Draft 2025 Budget
   - ED Brown noted that the budget was created in collaboration with CFO Vicenzi.
   - Reviewed aspirational investments for 2025.
   - Made correction to page 14 that date is 1/6/25 not 1/6/24.
   - Director Balkema noted questions about the Home Share Pilot program.
   - Discussion by Director Balkema, Director Hoffman, Director Parker, President Calderon-Huezo, and Director Decker regarding Critical Code Repair requirements and what should be required to support repairs.
   - ED Brown noted Board has the right to ask questions. If Board disagrees with how money will be used, FFE can put conditions on grant money.
   - Discussion regarding Event Support by President Calderon-Huezo, Director Hoffman, and Director Decker.

3. (No Action) Amending the At-Large Description of the FFE Bylaws and Articles
   - President Calderon-Huezo felt requirement that voting elector was exclusionary for the At-Large Description.
   - Attorney Cherry noted language not required. Attorney Cherry advised that this language could be removed to be more inclusive.
   - President Calderon-Huezo: Must now be a resident of the City of Kalamazoo for the At-Large Description.

4. (No Action) Amending the Officer Eligibility Guidelines in the FFE Bylaws
   - ED Brown: Because the Board has two City commissioners and mayor, recommendation to change how officers of the Board are chosen.
   - Modification would be to recommend to avoid a concentration of power.

E. REGULAR AGENDA

1. Approve an Increase in the Executive Director’s Base Salary to the Board of Directors

   - Director Decker would like to see the Executive Director’s review more streamlined.
   - Director Balkema noted the need to evaluate based on SWOT review.

ACTION: Director Balkema moved to approve an increase in the Executive Director’s base Salary. Motion was seconded by Director Bostrom and unanimously approved by voice vote.

2. Approve Draft Chief Financial Officer (CFO) Description to the Board
   - ED Brown noted that CFO Vicenzi was appointed by Board. Organization does not currently have description of CFO. Took description from national sources. Individual has voting powers. Must disclose conflict of interest.
   - Director Lonberg: would like the description to note that role is fractional
   - Director Balkema noted the need to add audit committee to Board and Committee Assignments ad an attendee
   - Director Lonberg noted a need to change a reference to remove he/she and use "CFO"

ACTION: Director Balkema moved to the draft Chief Financial Officer (CFO) Description, but amended to include "Audit Committee: Attendee" remove "he or she" in favor of "CFO", and add reference to variable time commitment. Motion was seconded by Director Bostrom and unanimously approved by voice vote.

3. Approve the appointment of Adrian Vazquez to the Vacant Affinity Director Position
   - Mr. Vazquez introduced himself as Director of El Concilio

ACTION: Director Decker moved to approve the appointment of Adrian Vazquez to the vacant Affinity Director Position. Motion was seconded by Director Hoffman and unanimously approved by voice vote.

F. PUBLIC COMMENTS

No members of the Public present.

G. BOARD MEMBER COMMENTS

- Director Balkema thanked ED Brown for his hard work.
- President Calderon-Huezo thanked ED Brown and was pleased with how the board is changing
- Director Decker welcomed Mr. Vazquez.
- Director Parker welcomed Mr. Vazquez and thanked ED Brown for his attentiveness and responsiveness. She expressed that she is proud of the work this group is doing. She also stated that she is happy to review any documents and make sure we are helping the people of the city and be partners of the city.

H. ADJOURNMENT – 3:17pm

Richard O. Cherry

____

Richard O. Cherry
Recording Secretary